Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
CITY SCHOOLS DIVISION OF DIGOS CITY
Digos City

REQUEST FOR QUOTATION

20-11-083
RFQ No.
19-Nov-20
Date

Company Name : _____
Address : _____
Contact No. : _____
TIN No. : _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative.

BASILIO P. MANA-AY, JR., EdD
BAC CHAIRMAN

NOTE:

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF P.O.
3. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
4. PAYMENT TERM: WITHIN 30 DAYS
5. BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

REQUIRED DOCUMENTS TOGETHER WITH THE RFQ:

a) Mayor's/Business Permit
b) PhilGEPS Registration
c) Income/Business Tax Return
d) Omnibus Sworn Statement (ORIGINAL)

NOTE: *For CY 2020, bidders shall submit these documents to DepEd Digos City Division only* ***ONCE***.

6. **Approved Budget: Php 228,355.00**

(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL)

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	Alchohol-esoprophyl 70%, 500ml	pc	25		
2	Canon ink cartridge (210) black	pc	4		
3	Canon ink cartridge (211) color	pc	4		
4	Antibacterial sanitizer, 5n1, 500ml	bot	25		
5	Brown Folder (legal)	pcs	100		
6	Cleaner, toilet bowl and urinal, 900ml-1000ml cap	pc	10		
7	Color printer scanner with CIS 4 color inks	unit	5		
8	Data File Box, made of Chipboard, with closed ends	pc	25		
9	Desinfectant spray, aerosol type, 400-550 grms	can	30		
10	Packaging tape 2 x 1	pc	20		
11	Disposable working glove	pc	9		
12	Envelop, expanding, kraftboard, for legal size doc.	pc	250		
13	Face shield	pc	50		
14	Glue all purpose, gross weight: 200 grms min	jar	23		
15	Hand sanitizer-4L/bot.	bot	25		
16	Marker, permanent, bullet type, black	pc	25		
17	Paper multi copy, 80gsm, size: 210mm x 297mm	ream	20		
18	Paper Multi copy, 80gsm, size: 216mm x 330mm	ream	20		
19	Paper Multipurpose (copy) A4, 70 gsm	ream	20		
20	Paper Multipurpose (copy) legal, 70 gsm	ream	20		
21	Plastic expanded envelop with compartment (legal)	pc	25		
22	Stampad ink, purle or violet	pc	10		
23	Staple wire, for heavy duty staplers, (23/13)	pc	25		
24	stapler, with wire remover (big)	pc	18		
25	Stranded Wire # 8	meter	50		
26	Surgical Face Mask	box	100		
27	Tub tile cleaner	bot	10		
28	LED Bulb #20 w	pc	50		
	SUBJECT TO WITHHOLDING TAX				

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above.

Canvassed by:

_____

_____
Date

_____
Company Name

_____
Telephone/Cellphone Number

_____
Printed Name/Signature of Authorized Representative